Communications-Computer Systems

MANAGEMENT OF UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) COMPUTER ASSETS

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This instruction establishes policies and procedures for the management and control of computer hardware and software within the United States Transportation Command (USTRANSCOM). It applies to all USTRANSCOM directorates and direct reporting elements (DREs) at Scott AFB IL. Send comments and suggested improvements to this instruction on Air Force (AF) Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCJ6-OMS.

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SUMMARY OF REVISIONS

Establishes USTRANSCOM as appointment authority for assigning the command's automated data processing (ADP) Equipment Control Officer (ECO). Incorporates reporting procedures and updates responsibilities of Equipment Custodians (ECs). Note: Since publication was revised in its entirety, asterisks will not be used to identify revised material.

1. References, Abbreviations, Acronyms, and Terms. References, related publications, abbreviations, acronyms, and terms used in this publication are listed in Attachment 1.

2. General: Establishes the policy and assigns the responsibilities for the use, management, maintenance, and control of USTRANSCOM computer hardware and software.

3. Policy:

3.1. The Director, Command, Control, Communications and Computer Systems (C4S) (TCJ6) will serve as the ADP Central Manager for USTRANSCOM. TCJ6 is responsible for overall management and control of all C4 assets.

3.2. The command's ADP Equipment (ADPE) will be controlled to ensure the command maintains proper accountability, interoperability, maintainability, and security of ADPE assets.

3.2.1. Accountability. Individuals will be held accountable for ADPE as prescribed by this directive.

3.2.2. Interoperability. Director, TCJ6, serving as ADP Central Manager, will ensure that ADP systems are interoperable to the greatest extent possible. Standardization of both hardware and software is a goal, and must be considered for all systems. The USTRANSCOM Local Area Network (LAN), both unclassified and classified segments, will serve as a baseline for interoperability. When stand-alone systems are necessary, they will be controlled by TCJ6.

3.2.3. Maintainability. Systems must have a maintenance concept identified before they are procured. Existing systems will be maintained based on operational necessity, deferring non-duty hour (normal duty hours 0700-1700, Monday-Friday) outages when possible to reduce cost. Full-time maintenance coverage will be provided to those systems specifically identified as requiring 24-hour operation.

3.2.4. Security. Computer security is addressed in USTRANSCOM Regulation 205-4. Staff agencies will follow this regulation for security management and control of computer hardware and software belonging to USTRANSCOM.

3.3. Support from the host base will be executed as prescribed by the Interservice Support Agreement between USTRANSCOM and the 375th Airlift Wing, Scott AFB IL.

3.4. The command ECO will be appointed by TCJ6.

3.5. Funds for ADPE acquisition and maintenance will be budgeted and centrally managed by TCJ6 in coordination with the Director, Program Analysis and Financial Management (TCJ8).

4. Responsibilities:

4.1. Director, TCJ6, is responsible for the overall management of USTRANSCOM computer hardware and software.

4.1.1. Chief, C4S Operations Division (TCJ6-O) is responsible for the operations management of existing computer systems. This responsibility includes day-to-day oversight of operational readiness of computer systems, as well as oversight of the maintenance control functions.

4.1.2. Chief, C4S Programs and Requirements Division (TCJ6-P) is responsible for the management of computer requirements and technical solutions. The process to identify requirements and procure new systems is addressed in USTRANSCOM Regulation 700-4 and USTRANSCOM Instruction 63-2.

4.1.3. Chief, C4S Requirements Branch (TCJ6-PX) will provide administration for the Automated Communications-Computer Systems Requirements Document (ACSRD) System.

4.2. The Equipment Control Officer (ECO):

4.2.1. Ensures that the command's ADPE inventory is accurately reflected in the Air Force Information Processing Management System (IPMS), and will act as the single point of contact for the command on all IPMS matters.

4.2.2. Provides oversight for USTRANSCOM's computer hardware and software, and acts as the command's focal point on matters concerning maintenance, accountability, utilization reporting, and excess reporting.

4.2.3. Advises TCJ6 Requirements Branch (TCJ6-PX) and ECs of pending delivery of requisitioned computer hardware and software and status of partial deliveries.

4.2.4. Serves as command liaison to the 375th Supply Squadron for receiving and accepting computer hardware and software.

4.2.5. In conjunction with the appointed ECs, annually conducts a physical inventory of all USTRANSCOM computer equipment listed on IPMS.

4.2.6. Ensures ECs and alternates are appointed for USTRANSCOM functional areas where computers are installed. Maintains a current list of all ECs and alternates.

4.2.7. Provides ECs with all training necessary to accomplish their duties.

4.2.8. Administers command database management for the IPMS. Serves as the command IPMS database administrator. Ensures all USTRANSCOM equipment is bar coded for identification and accountability purposes.

4.2.9. Ensures that the database supports the intent of this directive, with input from the functional areas, as required.

4.2.10. As part of the configuration management function, will verify the accuracy of the database. This can be accomplished with the annual ECO inventory or with the ECs as necessary.

4.2.11. Ensures that proper accountability is maintained for all USTRANSCOM computer hardware and software, including coordination on all ordering, receipting, and distributing of computer hardware and software. All completed purchase orders for ADPE will be routed to TCJ6-PX for review prior to submitting to commercial services for processing. Receipt of ADPE will be accomplished by the EC and coordinated by TCJ6-PX.

4.2.12. Provides requested information to the Quality Assurance Evaluator (QAE) on the command's ADPE for the day-to-day ADPE maintenance for the command.

4.2.13. Assumes control of ADPE assets that have been determined excess but need to be retained by the command for future requirements. The ECO will identify excess ADPE and bring this to the attention of the Functional Area Communications and Computer Systems Manager (FACCSM). The FACCSM will determine if the ADPE is excess and direct the responsible EC to initiate turn-in documents. For the purpose of this directive, excess ADPE is ADPE that is being stockpiled, stored, not in use, or otherwise dormant. ADPE that comes into question without satisfactory resolution at the lowest level will be identified to the Central Manager for resolution with the appropriate director. Excess assets will be distributed as determined by the requirements process addressed in USTRANSCOM Regulation 700-4.

4.3. Equipment Custodian:

4.3.1. Is directly responsible to the ECO for the computer hardware and software within their assigned area and must maintain strict accountability of these assets in accordance with this directive.

4.3.2. Is the individual appointed in their respective functional area for all ADPE identified on their inventory list.

4.3.3. Ensures that the FACCSM and ECO are informed on the utilization of ADPE within the EC area of responsibility, to include equipment location change, transfer, turn-in, etc.

4.3.4. Receipts and accepts accountability of all ADPE within the functional area. Additional accountability will be accomplished by receipting ADPE directly to the users. ADPE that serves a common purpose, or is shared among many users (such as classroom ADPE), will remain accountable to the functional EC.

4.3.5. To ensure proper accountability, EC will verify all ADPE is bar coded in accordance with IPMS labeling procedures set forth in the EC Guide.

4.4. ADPE user:

4.4.1. Receipts for ADPE that is used in routine daily activities or ADPE that can be used for all practical purposes, considered the user's sole use, from the EC. Typical ADPE that falls into this category would be workstation personnel computers located at a user's desk or notebook computers assigned for temporary duty (TDY) use.

4.4.2. Ensures that the ADPE is properly maintained and any maintenance problems are identified and reported to the FACCSM for resolution.
4.4.3. Ensures that the software resident within the user's workstation is compliant with USTRANSCOM standards set forth by the Configuration Control Board.

4.5. Functional Area Communications and Computer Systems Manager (FACCSM):

4.5.1. Is the directorate and DRE focal point and recognized spokesperson with TCJ6 on all C4S operations and maintenance (O&M) matters.

4.5.2. Supports the EC (in some cases the FACCSM and EC may be the same individual) and ADPE user as necessary to ensure that the command maintains proper accountability, interoperability, maintainability, and security of computer hardware and software.

4.6. Directorates and DREs will:

4.6.1. Appoint ECs for each functional area so that the EC can effectively oversee the assigned computer hardware and software. The functional area is typically the branch level; however, some larger branches may need to appoint more than one EC. In some instances where a division is relatively small or in the case of DREs, one EC would be appropriate.

4.6.2. Provide a copy of the EC appointment memorandum to the ECO and the directorate of Manpower, Personnel, Quality, and Information Management (TCJ1), Personnel Programs Division (TCJ1-P). The EC appointment memorandum will be regularly reviewed and updated to ensure the list is current.

4.6.3. Support the intent (to properly control computer hardware and software) of this directive and provide excess computer hardware and software to the Configuration Management Board for reallocation within the command or turn in assets for Government disposition.

5. Procedures for Accountability:

5.1. New requirement purchases:

5.1.1. Approved and coordinated computer hardware and software acquisition packages will be submitted to TCJ6-PX who will record necessary information into the ACSRD system and submit the requirement to the C4S Advisory Board for validation and funding. TCJ6-PX will be the single focal point for USTRANSCOM for purchase of all computer hardware and software for the command.

5.1.2. The 375th Traffic Management Flight will notify the ECO when computer hardware and software arrive at Scott AFB. The ECO will ensure that the appropriate receipt documents are in order and will notify TCJ6-PX that the order has arrived. The ECO receives the order and verifies the original order document with what has been received.

5.1.3. All IMPAC purchases of computer hardware and software will be coordinated with TCJ6-PX. Any hardware and software delivered through the USTRANSCOM mail room will be received by the ECO and issued to the requesting EC. If these purchases are picked up directly by the user, they are to be reported to the ECO for accountability.

5.1.4. TCJ6-PX will send copies of the source documentation (showing receipt and acceptance by the EC) to the TCJ6 Resources Office (TCJ6-R) and others, as necessary, to complete the acquisition process.

5.1.5. Lateral transfers of equipment from another command or an outside agency are to be reported to the ECO to properly update the gaining custodian's inventory. Provide a copy of the shipping document to the ECO upon receipt.

5.2. Control of existing systems:

5.2.1. Account Validation. The ECO and EC will validate the ADPE for which the EC is responsible. To accomplish this, the ECO will generate the appropriate document for the EC functional area from the IPMS. The EC will conduct a physical inventory and note discrepancies or changes on the report. The ECO and EC will resolve the differences and the ECO will make appropriate adjustments to the database, run a new report, and have the EC sign the report.

5.2.2. Transfer of an EC account must be accomplished not later than 15 days prior to the EC's scheduled departure and must be done in conjunction with a physical inventory of that account. This process is initiated upon notification to the ECO that the EC will be changing, and a copy of the new EC's appointment memorandum is provided to the ECO and TCJ1-P.

5.2.3. ADPE user accountability. The EC may receipt ADPE to users. Users will sign for computer assets that they use in the performance of their duties. Copies of the receipt will be maintained by the user and the EC.

5.2.4. The ECs must know location of all ADPE in their AOR. The ECO must be familiar with each EC's assigned area of responsibility. When equipment not on a Local Area Network (LAN) moves within a directorate/DRE, the move may be accomplished by that office. Movement of systems connected to the LAN must be coordinated through the directorate/DRE senior FACCSM, equipment custodian, and TCJ6-OM.

5.2.5. Transfer of computer assets between ECs will be accomplished in writing, with copies provided to the ECO to update the transfer in the IPMS.

5.2.6. Transfer of computer assets from one user to another can be accomplished by the EC as long as there is not a location change and the ECO is provided a copy of the new receipt. The EC must notify the ECO when a user no longer requires ADPE or is moving. The user should be cleared from equipment responsibility not later than 10 days prior to departure.

5.3. Excess reporting:

5.3.1. Excess equipment turn-in will be accomplished by the functional area EC in coordination with their FACCSM. Classified systems *MUST* be declassified in accordance with the USTRANSCOM Data Reminance Guide. The EC will submit a memorandum listing the excess equipment along with the declassification paperwork to the ECO. All equipment turned in will be inspected to determine if it is usable within the command. Operational equipment will be made available to units on base before being reported excess to Department of Defense (DOD).

6. Procedures for Interoperability. New requirements for computer hardware and software will be processed using an Automated Communications-Computer Systems Requirements Document (ACSRD) in accordance with USTRANSCOM Regulation 700-4. The requirement will be reviewed and implemented using a solution that will incorporate interoperability to the greatest extent possible. Those unique requirements that cannot be satisfied with interoperability applied will be identified to the ADP Central Manager (TCJ6) for review. Changes to an existing system will be identified using a ACSRD.

7. Procedures for Maintainability. New requirements for computer hardware and software must be submitted with a maintenance requirement in accordance with USTRANSCOM Regulation 700-4. Existing systems will be maintained based on operational necessity, deferring non-duty hour outages when possible to reduce cost. Full-time maintenance coverage will be provided for systems that have specific justification for this type of response. Computer systems operations management, which includes execution of maintenance concepts, will be accomplished by TCJ6, Operations and Security Division (TCJ6-O). A quarterly review of the maintenance tables will be performed by the QAE and ECO to ensure accuracy and validate systems identified for special maintenance requirements. Procedures to identify specific maintenance problems and repair actions are identified in separate regulations and operating instructions.

8. Security Procedures. See USTRANSCOM Regulation 205-4 for computer security procedures.

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Glossary of References, Abbreviations, Acronyms, and Terms